



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board March 19, 2019

1. **Call to Order/Roll Call:** Chair Carmichael called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Carmichael, Vice Chair Chu, Epperson, Goff, Green, Luzaich, and Treasurer Hornung. Board Member Excused: Tracey. Staff Present: Brewer, Magrini, and City Attorney Zafferano.
2. **PLEDGE OF ALLEGIANCE:** Chair Carmichael led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** The Board accepted the minutes of the February 19, 2019.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
 - a. Treasurer's Report – February 2019 (Hornung) filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports, and Senior Center Historical Front Desk Sign In Data filed for audit.
 - c. Receive and File Events Committee Minutes filed for audit
 - d. Discuss Projects for Nutrition Site Council Future Funding – (Brewer)
Superintendent Brewer asked for ideas. Projects discussed included a new bus and electronic sign. If any additional ideas, contact her and she can put something together for review at next month's meeting to then present to the Nutrition Site Council.
 - e. Update on Pending Senior Center Projects – (Brewer – Oral)
Superintendent Brewer met with Public Works and Community Development about the trash enclosure design. Discussion about it being done in-house to save some money. She stated \$5,700 would be received from insurance. There was \$18,000 found in CIP that is for the bollards and trash enclosure. The P.O has been started for the stove. It should be received within the month. The equipment replacement fund has \$15,000 to be used for the stove. We are requesting in next year's budget about \$5,000 for the island to be covered in stainless steel. The equipment replacement fund will cover this.
Board Member Goff asked when new tables could be purchased. Staff decided only the old metal card tables would be replaced in the next month.

8. **NEW BUSINESS:**

- a. Presentation from City Attorney Regarding The Brown Act and Robert's Rules of Order
- b. Review Sample Newsletter with "Thank You to Sponsors" Section
Superintendent Brewer stated that anyone that donates the month prior will be listed in the newsletter. Discussion about using the wording donation rather than sponsor and where to list in the newsletter.

9. **ITEMS FROM BOARD MEMBERS:**

- a. Senior Bequest Program Roll Out Ideas
Discussion about distribution and 503c possibility.

Board Member Goff asked about the spending threshold.

Vice Chair Chu asked who was trained on the lift. He stated that the computer club will be having some upcoming events. He also asked about the frequency of buffing the floors and felt weekly may be too often.

Chair Carmichael asked if timing for certain janitorial tasks could be scheduled to different times.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** Meeting was adjourned at 10:24 a.m.